

## Santa Fe Catholic High School

<b>Job Title:</b>	Building & Grounds Specialist	<b>Job Category:</b>	Operations
<b>Department/Group:</b>	Maintenance		
<b>Location:</b>	3110 US Highway 92 East Lakeland, FL 33801	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$13 - \$15/hour	<b>Position Type:</b>	Full-time 6:00 a.m. – 3:00 p.m. Can vary for special events

### To Apply:

Submit a standard Diocese of Orlando Application for Employment. If selected for the position, applicant will be required to complete a background check and fingerprinting through the Diocese of Orlando prior to hiring.

<https://www.orlandodiocese.org/wp-content/uploads/2010/08/Employment-Application-2016-Fillable.pdf>

### Applications Accepted By:

#### EMAIL:

jnelson@santafecatholic.org  
Subject Line: Building & Grounds Specialist Application

#### MAIL:

James Nelson  
Santa Fe Catholic High School  
3110 US Highway 92 East  
Lakeland, FL 33801

### Job Description

#### ROLE AND RESPONSIBILITIES

Under general direction of the Maintenance Supervisor, performs work of moderate to considerable difficulty in the performance of ensuring proper appearance of campus facilities and grounds, including, but not limited to:

- Painting various structures and equipment (e.g. walls, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Removes blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products using appropriate tools and materials.
- Installs, repairs, and maintains wood and metal windows, doors, locks and closures using various hand, power and specialty tools to ensure proper operation and security of school facilities.
- Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls using various hand, power and specialty tools and materials.
- Installs vinyl composite and ceramic tile to construct, repair or replace floor or wall surfaces using various tools and materials.
- Reconfigures, installs, and positions offices, fixtures, and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using hand tools and specialty tools.
- Performing landscape maintenance across entire campus. This can include trimming trees and shrubs, planting flowers, shrubs and trees, maintaining plant and flower beds, clearing and pressure washing sidewalks and other landscaping tasks as necessary.
- Emptying outside trash receptacles regularly to ensure a clean environment for faculty, staff and students.
- Assisting Maintenance Supervisor as necessary with ongoing projects and tasks.
- Other duties as assigned by the Maintenance Supervisor.